

**ADMINISTRATOR AGREEMENT OF EMPLOYMENT
BETWEEN MANISTEE AREA PUBLIC SCHOOLS BOARD OF EDUCATION
AND PRINCIPAL**

I. **Agreement.** It is agreed between the **Manistee Area Public Schools Board of Education** (“Board”) and _____ (“Principal”) that the following Agreement and provisions thereof shall be in effect commencing July 1, 2021 and terminating June 30, 2024, said term being renewed each year thereafter for a term of one (1) year unless written notification of non-renewal is given by the School District in accordance with section 1229 of the Michigan Revised School Code. The Principal acknowledges that this Agreement is intended solely for the term stated as above provided and that he/she does not have a reasonable expectation of a continuance of his/her employment as an Principal beyond the expiration of that term on June 30, 2024.

II. **Assignment.** The administrative assignment through June 30, 2024, is **Secondary Principal (High School & Middle School) / Elementary Principal**. The Board reserves the right of assignment of the Principal through its Superintendent. In addition to the duties and responsibilities associated with this assignment, the Principal shall also assume the duties and responsibilities of such other administrative duties as may be assigned by the Superintendent.

III. **Certification/Qualifications.** The employment of the Principal in this Agreement is subject to the Principal being certified and qualified to teach under the laws of the State of Michigan, if the Principal has instructional responsibilities. A Principal not possessing such certificate must establish a plan in consultation with and approved by the Superintendent to restore or obtain such a certificate. The Principal shall also hold and maintain a valid administrative certificate from the State of Michigan, or if the Principal is exempt from the statutory requirement, obtain and maintain the requisite continuing education credits. The responsibility for obtaining, retaining or maintaining the necessary certification and qualifications rests exclusively with the Principal. Upon request, satisfactory evidence of certification and qualifications must be provided to the Superintendent. Failure to comply with these requirements is a substantial breach of this Agreement and thus this Agreement then becomes null and void.

IV. **Salary.** While it is agreed that the Principal must devote the time and attention necessary to satisfactorily and effectively perform assigned duties and responsibilities, commencing July 1, 2021, Principal shall be scheduled to work two hundred twenty-five (225) days, excluding holidays. **For these services, commencing July 1, 2021, the Principal’s salary shall be in accordance with Administrative Procedures adopted by the Board of Education on August 11, 2021 (Exhibit A).** Said salary will be paid in bi-weekly installments, subject to deductions for withholding taxes, other deductions required by law and other amounts authorized by the Principal with the approval of the Board of Education or its designee. The salary to be paid to a Principal working less than a full year shall be that pro rata portion of the full work year that this Agreement is in effect and the Principal actually renders service.

The Board hereby retains the right to increase the annual salary of the Principal during the term of this Agreement. Consistent with the provisions of Section 1250 of the Revised

School Code, the Principal's job performance and job accomplishments will be significant factors in determining any adjustments to the Principal's compensation. Any increase in salary made during the term of this Agreement shall be in the form of a written amendment and, when executed by the Principal and the Board, shall become part of this Agreement.

V. Fringe Benefits. Principal shall receive the following fringe benefit packages.

- A. Health Insurance – The Principal may select Individual, Two Person, or Full Family coverage subject to applicable state “caps.” If both the Principal and his/her spouse are employed at MAPS, only one may elect MAPS insurance. If coverage is elected through a spouse, the Principal shall receive \$427.00 per month as a cash in lieu payment.
- B. A Life Insurance Policy will be provided by the Board in the amount of two times Principal’s annual salary.
- C. A LongTerm Disability Insurance Policy shall be provided by the Board.
- D. Dental Insurance shall be provided by the Board.
- E. Vision Insurance shall be provided by the Board.
- F. Sick leave for Principals will be ten (10) days per year cumulative to ninety (90) days.
- G. Personal Leave – The Principal shall receive up to two (2) personal days per year, which may also be used at the principal’s discretion for sick leave.
- H. Release time for any other purposes is granted only at the Superintendent’s discretion.
- I. Fringe benefits shall not be reduced unless all parties are in accord with such changes. However, the Board retains the right to name the policyholder, carrier and plan design, following consultation with the Principal. At all times the Board’s obligation is to pay the premiums and not the underlying benefits of all insured benefits.
- J. The Board will pay the Principal’s required recertification permit fees.

VI. Working Conditions.

- A. The Board may require the Principal to take advanced classes to maintain certification/qualification.
- B. The school shall pay the annual dues for the Principal in his/her professional organizations as approved by the Superintendent.

- C. The Board shall approve attendance of the Principal to at least one State/Regional Conferences annually. All other conferences are subject to approval of the Superintendent. The Board will pay the actual cost of registration and transportation plus housing, meals, etc. at rates established by the Board.
- D. In the event the Principal is required and approved to work days above and beyond the maximum number of contracted days, s/he shall be compensated for the additional time at a daily rate of \$250.00, or \$125 for a half day or less.
- E. The Principal shall not be deemed to be granted continuing tenure in any administrative capacity for which this Agreement is intended or by virtue of this Agreement of employment. Tenure in any capacity other than as a classroom teacher is expressly denied. The Board's or District's failure to continue his/her employment after the term of this Agreement, or re-employ him/her in another capacity, will not be considered a breach of this Agreement.
- F. The Principal's performance shall be evaluated annually by the Superintendent in accordance with State law. The evaluation shall include multiple rating categories that take into account data on student growth as a significant factor.
- G. If at any time during the term of this Agreement the Board intends to discharge the Principal from his/her employment, the Board shall give written notice of that intention and, if requested by the Principal shall provide within three (3) days the written reasons supporting its intention. If further requested by the Principal, the Board shall forthwith produce all documentary evidence tending to support the written reasons. If further requested, the Board shall forthwith permit the Principal the opportunity to present his/her response to the written reasons. If the Principal disputes the Board's decision to discharge the Principal may seek relief by invoking arbitration in accordance with the voluntary arbitration rules of the American Arbitration Association. Should it be determined that the reasons advanced for discharge are arbitrary or capricious, the Principal shall be retained in position under this Agreement, or if expired under a renewal thereof. The decision of the Arbitrator shall be final and binding on all parties hereto. If at any time the Board undertakes to suspend or discharge the Principal on account of allegations of misconduct, the Board's obligation to pay the Principal's salary and benefits shall continue until there is a Board hearing
- H. The Principal may be laid off on thirty (30) calendar days' notice. In any necessary reduction of certified District personnel, the Principal shall have recall rights for two (2) years.

- I. It is expected that building Principals shall attend School Board regular meetings except when legitimate conflicts interfere with such meetings. When such conflicts do exist, the Principal shall communicate such conflict to the Superintendent. Planned vacations and professional meetings shall be considered as legitimate conflicts.

VII. Employment and Duties. The Principal agrees to perform, in an effective and satisfactory manner, the duties prescribed for the aforesaid position in accordance with all laws applicable thereto, fulfill the rules and regulations of the Board and/or Superintendent pertinent thereto and carry out the educational programs and policies of the School District and/or the Superintendent. The Principal will also obey, comply with and fulfill all Board policies and decisions; all District administrative regulations; and the directions and directives of the Superintendent.

VIII. Professional Conduct. The Principal agrees to perform this Agreement and the employment duties and functions required of all employees of the School District in a manner that encourages quality in the educational process and fulfills the standards of professional conduct attendant to the position. The Principal also agrees to devote his/her best energies and time to the assignment. Any outside employment or professional work shall be approved by the Board and Superintendent and shall not interfere with the assigned position.

IX. Professional Liability Insurance. The Board agrees to maintain errors and omissions insurance coverage for employees of the School District, which shall include the Principal while engaged in the performance of his/her duties and responsibilities as Principal and while acting within the scope and in the course of his/her authority as Principal. The terms of the errors and omissions insurance policy shall be controlling regarding the defense and indemnification of the Principal. The sole obligation undertaken by the Board shall be limited to the payment of premium amounts for the above errors and omissions coverage.

X. Miscellaneous. This Agreement is subject to all applicable Federal and State statutes, rules and regulations.

XI. Non-Renewal. This Agreement is subject to non-renewal at the expiration of its term in accordance with the Michigan Revised School Code, as amended.

XII. Waiver. No waiver of the Principal's obligations hereunder shall be valid unless in writing and approved by the Board in compliance with the Open Meetings Act. The Board's or District's decision to waive the Principal's breach of this Agreement will not operate or be construed as a waiver of any subsequent breach.

XIII. Severability. If any provision of this Agreement is or becomes legally invalid, that provision will be unenforceable without invalidating all the other provisions of this Agreement.

XIV. Entire Agreement. This Agreement revokes and otherwise supersedes any and all other Agreements or agreements, oral or written, that may be in effect as of this date which concern the employment relationship between the Principal and the School District. This agreement contains and comprises the complete and entire agreement and understanding of the

parties; it may not be modified, altered or supplemented by any individual administrator or Board member. Any prior oral assurances or promises are null and void and of no effect, as they are extinguished by this Agreement. Only a vote by a majority of the Board of Education may modify or supplement this Agreement, as written.

XV. Execution of Agreement. This Agreement is executed by the Board on behalf of the Manistee Area Public Schools pursuant to a duly authorized Board resolution.

IN WITNESS THEREOF, the parties hereto have set their hands and seals the date and year below.

**MANISTEE AREA PUBLIC SCHOOLS
BOARD OF EDUCATION**

PRINCIPAL

By: _____
Ronald J. Stoneman

By:

Its: Superintendent

By: _____
Jim A. Thompson

Its: President, Board of Education

EXHIBIT A

**MANISTEE AREA PUBLIC SCHOOLS
ADMINISTRATIVE PROCEDURES
PRINCIPAL AGREEMENTS**

These Administrative Procedures apply to Agreements of Employment between the Board of Education and building Principals, **commencing July 1, 2021**, or on the effective dates as otherwise stated.

As used herein, “Principal” means and includes a building Principal or Assistant Principal. These procedures do not apply to any other individual Agreements of Employment with other District administrators.

- A. The following salary schedule will be used as a basis for determining the salaries of Principals commencing July 1, 2021. Salary and benefits for part-time Principals shall be on a pro-rated basis:

	2021/22		2022/23		2023/24	
	Principal	Assistant	Principal	Assistant	Principal	Assistant
Step 1	\$97,643	\$85,431	\$100,572	\$87,994	\$102,583	\$89,754
Step 2	99,107	86,712	102,081	89,314	104,122	91,100
Step 3	100,594	88,013	103,612	90,653	105,685	92,467
Step 4	103,612	90,696	106,720	93,417	108,855	95,285

Additional Compensation: Each year, the Board shall also make a non-elective contribution in the amount equal to 3% of the current salary into an IRC 403b annuity of the Principal’s designation among District approved vendors.

- B. Scheduled days shall be as follows:

PRINCIPAL: 225
ASSISTANT PRINCIPAL: 205

In the event that additional days or partial days are approved by the Superintendent and/or designee, they shall be paid at the rates specified within the Principal’s individual Agreement of Employment.

- C. All ll newly-hired Principals shall serve a probationary period of one year, with a one-year Agreement. Thereafter, a Principal may receive a multi-year, fixed Agreement that if not timely discontinued in accordance with Section 1229 of the Michigan Revised School Code, will automatically continue as written for an additional school year.
- D. If a major assignment change is made from the initial assignment at the beginning of a school year, a meeting shall be held with the Principal to determine whether any salary change or other change in working conditions may be appropriate.
- E. Principal's shall receive 10 sick days at the beginning of each school year. A Principal may accumulate up to a maximum of 90 sick days. As a result, any sick days in excess of 90 at the conclusion of a school year shall be forfeited by the

Principal without any compensation for sick days that are not used. A Principal who forfeits sick days at the end of a school year to return to the maximum of 90 sick days remains eligible to receive 10 sick days the following school year.

Sick pay will be allowed for the following:

1. Personal Illness and/or Disability
2. Illness of a family member for whom the employee is the primary caregiver, not to exceed seven (7) days.
3. Sick leave will be paid for absence necessary by exposure to a contagious disease in which the health of others would be endangered.

Extended sick leave in excess of seven (7) days, to care for a family member for whom the employee is the primary caregiver, may be granted upon approval by the District.

- F. Upon resignation or retirement, the District shall pay the employee in accordance with the schedule below per day for each unused sick days not to exceed a maximum of 90 days, provided that the employee has been employed by the District for at least 10 years.

10-14 years	\$10 per day non-elective contribution into a District approved tax-sheltered annuity account chosen by the employee.
15-19 years	\$40 per day non-elective contribution into a District approved tax-sheltered annuity account chosen by the employee.
20 or more years	\$50 per day non-elective contribution into a District approved tax-sheltered annuity account chosen by the employee.

- G. Board will pay the difference between Worker's Compensation Benefits and the Principal's regular salary only until such time as the Principal qualifies for initial Long Term Disability Insurance benefits with no subtraction of sick leave. It is understood that no subtraction of sick leave will occur while the person is under Worker's Compensation and supplemented by Long Term Disability Insurance.
- H. Funeral leave for the death of the spouse, son, daughter, father, mother, sister, brother, grandparents, mother-in-law, father-in-law, or any individual who is a permanent part of the employee's home:
1. Employees shall be granted funeral leave of up to three (3) days per family member.
 2. Additional days granted as needed in extenuating circumstances, to include but not be limited to travel constraints.
 3. Employees shall be granted up to two (2) days funeral leave for all other non-family deaths.